

ATLANTA POLICE DEPARTMENT
Equipment Return Form

Employee's name _____	Rank or job _____	
APD ID number _____	SSN _____	Date of Employe _____
Assignment (division and _____		
Date of <input type="checkbox"/> termination of _____		
or <input type="checkbox"/> retirement _____		

Employee's work site	
This employee has turned in the following equipment in satisfactory condition and owes no other equipment to this section.	
• Office keys • Vehicle keys • Gas key • Parking card	
• Other _____	
Section commander's signature _____	Date _____

Electronic Maintenance Unit	
This employee has turned in the following equipment in satisfactory condition and owes no other equipment to the Communications Section.	
• Radio # _____ • Pager # _____ • Other _____	
Unit commander's signature _____	Date _____

Property Control Unit	
This employee has turned in the following equipment in satisfactory condition and owes no other equipment to the Property Control Unit.	
• Service weapon # _____	• Second weapon # _____ • OC spray
• ASP Baton # _____	• Badge, including hat badge • ID card
• Flashlight and charger	• Body armor
• Uniform items, as specified in APD.SOP.2131:	

• Other _____	
Unit commander's signature _____	Date _____

Personnel Services Unit

This employee has complied with APD.SOP.2131 and is authorized to have any final paychecks and pension refunds.

Unit commander's signature _____ Date _____

**ATLANTA POLICE DEPARTMENT
Equipment Return Form (back)**

Name: _____

Date: _____

Unique ID Number _____

SSN _____

Final Assignment _____

Resignation ☐

Termination ☐

Retirement ☐

Service Weapon: _____

Serial Number _____

Magazine ☐

How many returned? _____

Rounds of Ammunition Returned _____

ASP Baton ☐

Serial Number: _____

OC Spray ☐

Flashlight ☐

Charger ☐

Badge

Shirt ☐ Hat ☐

Body Armor ☐

Serial Number: _____

Shirts sleeves? How many long _____

How many short sleeves? _____

Pants pair? How many _____

Coat Nylon ☐

Rain ☐

Leather ☐

Duty Belt	_____	ASP Baton Holder	_____
Flashlight Holder	_____	Hat	_____
Weapon Holster	_____	Handcuff Holder	_____
Tie	_____	Ammo Pouch	_____
Miscellaneous Items	_____		

I witness all the above items to be returned to the City of Atlanta Police Department

_____	Signature
_____	Property Personnel
_____	Supervisor